



**HUMAN RESOURCES  
& DEVELOPMENT**  
TULARE COUNTY

# Accountant II

Class Code:  
000220

Bargaining Unit: Supervisory and Staff  
Management

COUNTY OF TULARE  
Revision Date: Feb 5, 2002

## SALARY RANGE

\$21.92 - \$26.71 Hourly  
\$1,753.50 - \$2,137.15 Biweekly  
\$3,799.25 - \$4,630.50 Monthly  
\$45,591.00 - \$55,566.00 Annually

## DEFINITION:

To perform a variety of professional accounting and financial analysis and record keeping; and to assist in the preparation, analysis and control of department budgets.

## DISTINGUISHING CHARACTERISTICS:

This is the journey level class in the Accountant series. An Accountant II is expected to perform professional accounting work of average difficulty with occasional direction. Incumbents in this class are in charge of an accounting unit within the Auditor's Office or the accounting functions in a County department. This level differs from an Accountant III in that the latter has lead supervision of other accountants or specializes in automated accounting systems.

## SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the Supervising Accountant or higher level Department staff. Indirect supervision is provided by an Accountant III or higher level Department staff.

Responsibilities may include direct supervision of clerical staff performing financial recordkeeping and indirect supervision of Accountants I.

## TYPICAL DUTIES:

Maintain departmental financial records and accounts using manual and/or automated systems; prepare accounting entries for revenue and expenditures, transfer of funds, worksheets to reconcile accounts, analysis of revenue and expenditures, and all necessary schedules; maintain claims using manual and/or automated systems; examine accounting procedures and make recommendations for improvement in recording and reporting financial transactions; assist in planning, designing, and developing appropriate manuals and/or automated accounting subsystems for various County departments and subcontracting agencies; prepare and review statements, reports, required by governmental agencies on mandated grant programs and state funded programs; assist audit personnel with interpretation of State and Federal grant regulations; examine funding and budgetary requests for propriety, legality, and supporting documents to determine validity of requests, allocated costs, and authorization of expenditures; accumulate and interpret cost data to determine appropriate departmental service charges; assign work to subordinate staff, review and analyze work products to ensure accuracy, timeliness, compliance with accounting principles and procedures; may supervise, train and evaluate clerical support staff; coordinate fiscal activities with co-workers in other departments and agencies; attend meetings and conferences to exchange information pertaining to fiscal and budgetary matters.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

## EMPLOYMENT STANDARDS:

### NECESSARY EMPLOYMENT STANDARDS

Accounting principles, procedures and terminology; math including decimals, fractions, and percentages.

Skill/Ability to: Prepare complex written financial reports and statements accurately; identify accounting problem areas, research alternatives, draw valid conclusions and recommendations; read, understand and interpret complex laws, regulations and accounting manuals; explain accounting procedures and terms to others; plan, organize and coordinate work flow to meet deadlines; adjust to changing workloads, priorities, and stress of meeting deadlines.

Education and Experience: Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major study in accounting, public administration or business administration including 15 semester hours in accounting.

Experience: One year of experience in accounting and financial records maintenance.

DESIRABLE EMPLOYMENT STANDARDS

Skill/Ability to: Develop and implement new manual and/or automated accounting systems; supervise, train, and evaluate work of clerical support staff.